

**Opening Date:** June 10, 2013  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 13-32  
**Monthly Salary:** \$3,122.36  
**Group/Class:** A15/0156  
**Travel:** 0%  
**Division:** Water Resources Planning & Information  
**Number of Positions:** 1

## **JOB VACANCY NOTICE**

### **Administrative Assistant IV**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to  
Human Resources (512) 475-2142 Equal Opportunity Employer*

#### **Job Description**

Performs advanced (senior-level) administrative support or technical program assistance work for Water Resources Planning and Information. Work involves disseminating information, maintaining filing systems, and performing administrative support work. Duties require contact and coordination with intra- and inter-agency personnel, the general public, elected and appointed officials. Reports directly to the Deputy Executive Administrator under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### **Essential Job Functions**

- Performs a variety of highly responsible administrative and operational support functions of a wide and complex nature.
- Assists with the coordination of department assignments and activities.
- Receives, processes, facilitates, and disseminates information between the division and other agency departments, legislators, Board members, and the general public; maintains the confidentiality of sensitive information; ensures timely responses as necessary.
- Collects and analyzes relevant data; researches, initiates necessary changes, and provides background documentation on matters requiring attention; assumes responsibility for timely completion of special projects or tasks; and assists in all pertinent matters.
- Establishes and maintains records, filing systems, and logs; monitors staff calendars as assigned.
- Prepares expenditure requisitions for the purchase of office supplies, equipment and other purchases and services.
- Schedules, and prioritizes meetings, appointments, and special events; reserves meeting sites; coordinates travel arrangements; contacts and confirms appointments and meetings; attends meetings and takes minutes as necessary.
- Prepares, types, formats, edits, and distributes a variety of routine and complex correspondence, reports, memorandums, forms, and department publications; may determine the format and content of written communications.
- Assists in the preparation of material for presentation to the Board, Members of the Legislature and other audiences.
- Develops administrative procedures, standards, and methods for creation, maintenance and retention of physical and electronic files and records.
- Answers, screens and routes incoming phone calls; takes messages, and answers and refers calls to appropriate staff.
- Provides telephone and administrative back-up support to other areas of the agency when necessary.
- Performs all other related duties as assigned.

#### **Minimum Qualifications**

- Graduation from an accredited high school or equivalent.
- At least three years of progressive experience in office practices or administrative support.
- Experience and education may be substituted for one another.

#### **Preferred Qualifications**

- Prefer some relevant college or university course work.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

## Job Vacancy Notice (cont.)

Posting number: 13-32

### **Knowledge, Skills, and Abilities**

- Knowledge of complex office practices and administrative procedures, including record keeping and records management; telephone techniques; and report writing.
- Knowledge of proper document construction and editorial enhancement techniques.
- Skill in preparing and maintaining accurate records, reports, documents and correspondence and meeting deadlines.
- Strong working knowledge of and proficiency with Microsoft Office products (Word, Access, Excel, PowerPoint), Internet Browser (Explorer), and Peripheral Devices (scanners, printers, etc.).
- Ability to establish and maintain effective working relationships with a variety of individuals including executives, agency staff, and/or the general public.
- Ability to function efficiently and harmoniously in a team setting, and to coordinate with other agency administrative assistants to ensure continuity and consistency.
- Ability to timely and accurately balance and successfully complete a heavy workload with numerous deadlines.
- Ability to take and transcribe meeting notes.
- Ability to convey clear and concise oral and written communication.

### **Remarks**

- Work hours are weekdays 8:00 a.m. to 5:00 p.m., except during Regular and Special Legislative Sessions, when flexibility in work hours may be required.